

REPORTS INVENTORY				CONTROL NO.							
PREPARE IN DUPLICATE				DDS/OP/ESD							
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT							
PCS CLEARANCE LIST FORM No. 1209				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">STATISTICAL</td> </tr> <tr> <td></td> <td style="text-align: center;">NARRATIVE</td> </tr> <tr> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/> MACHINE-NAME LISTING</td> </tr> </table>			STATISTICAL		NARRATIVE		<input checked="" type="checkbox"/> MACHINE-NAME LISTING
	STATISTICAL										
	NARRATIVE										
	<input checked="" type="checkbox"/> MACHINE-NAME LISTING										
3. FUNCTIONAL AREA		PERSONNEL		TRAINING							
		LOGISTICS		SECURITY							
		MEDICAL		FINANCE							
				ADMIN. GENERAL							
				OTHER (specify)							
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)							
25		Weekly		14							
7. FORMAT (memorandum, form computer print-out, etc) List		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT							
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>		YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		UNKNOWN			
YES	IF YES GIVE ADP PROCESSING NO.										
<input checked="" type="checkbox"/> NO											
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)								
CPB			NONE								
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	=	TIMES PREPARED	=	COST PER YEAR	
GS-05	\$ 3.78		2.70		\$10.21			52		\$530.92	
GS-09	5.54		.30		1.66			52		86.32	
										\$617.24	
B. COSTS OF COMPUTER PRODUCED REPORTS											
N. A.											
TOTAL COSTS PER YEAR									\$617.24		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.											
<p>The purpose of this report is to insure completion of numerous administrative requirements before the traveler departs Headquarters. It is a good management tool. Origin date unknown.</p>											
14. FUTURE GOALS											
GOAL PROPOSED BY COMPONENT FOR THIS REPORT								ESTIMATED SAVINGS			
<input checked="" type="checkbox"/>	RETAIN AS IS		<input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS		
<input type="checkbox"/>	CHANGE										
<input type="checkbox"/>	DISCONTINUE										
16. DATE OF INVENTORY		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150019-1									
8 October 1970											